

CPD Business English workshop

Time	Content
9:00 – 9:50	Introduction Business vocabulary Exercises
10:00 – 10:50	Writing letters and emails Letter layout and structure Exercises
11:10 – 12:00	Grammar (e.g. tenses, conditionals and apostrophes) Explanations Exercises
12:10 – 13:00	Topic discussions and small talk (e.g. globalization, culture, food, economy) Exercises

This CPD workshop will improve all 4 language skills, such as reading, writing, listening and speaking. The exercises are completed individually, with a partner or as a class. The delegates complete an English test, to determine their level of English before the course starts.

Price per delegate

Half day course **£92**

Total CPD points **4**

The courses are held every other Monday and if you wish to book, as a group of 5 delegates or more, on another day or at another location. To do this:

- ❖ Put 5 or more of the same course in your shopping cart
- ❖ When you have completed the booking and payment process, give us a call on +44 (0)1273 467 601 and we will arrange with you the date and location of your course.

The IYE Team

Min. of 4 delegates per class, or the course is subject to be rescheduled.

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